

SPS Functional Working Group

Working Group Charter

Background

The DoD Standard Procurement System (SPS) is a project, which has been in process since 1996. SPS has been identified by the Director of Defense Procurement as the target system that will bring a common operating environment to DoD's procurement community. The Navy is leading the deployment of SPS and is strongly committed to its success. ASN(RD&A)ABM's position is that SPS is going to carry the Navy procurement community into the next century and will be a prerequisite for maintaining contracting authority.

Introduction

The NAVSEA SPS Functional Working Group (SPSFWG) will team with the SPS Project Team (comprised of SEA 027, SEA 001, and AMS contractor support) to implement SPS within NAVSEA 02. Representatives from each NAVSEA 02 division, along with members of the SPS Project Team will compose the SPSFWG. Additional individuals from inside and/or outside of NAVSEA 02 may be invited to join the SPSFWG and/or attend SPSFWG meetings depending on the topics to be discussed and/or the stage of the SPS implementation in which the SPSFWG is involved.

The SPSFWG will be chaired by an 02 representative. Each division will volunteer one (1) primary SPSFWG representative along with one (1) or two (2) alternate SPSFWG representatives. The primary SPSFWG representatives should be present at each SPSFWG meeting. Alternate SPSFWG representatives are encouraged to attend as many meetings as possible and may be tasked by the primary representatives. The representatives should be a combination of senior contract specialists/contracting officers, military members, and interns who know the business processes of their respective divisions and can commit their division to a particular course of action. The SPSFWG will serve as the liaison among SPS end users, division management, and the SPS Project Team. The SPSFWG will facilitate information and knowledge flow among SPS end users, division management, and the SPS Project Team. Meetings will begin on a biweekly (once every two weeks) basis and will be one (1) hour in length. The frequency and/or length of the SPSFWG meetings may increase or decrease depending the topics to be discussed.

Task Statement

Before the pilot programs, the SPSFWG will:

- Evaluate, streamline, and standardize existing NAVSEA 02 business processes and integrate these processes within SPS
- Identify which portions of the NAVSEA Contracting Handbook will be integrated with SPS
- Determine the appropriate training necessary to implement SPS pilot projects
- Select the appropriate pilot projects for NAVSEA 02
- Define the schedule for the NAVSEA 02 pilot projects
- Develop contract administration solution for SUPSHIPS
- Define the roles and responsibilities of the division representatives comprising the working group

During the pilot programs, the SPSFWG will:

- Provide functional guidance and expertise
- Serve as “Super Users” to assist other users in pilot programs
- Coordinate and assist the migration existing contracts to SPS
- Perform new contracting actions in SPS
- Collect user feedback and work with SPS Project Team to implement solutions
- Determine what “work solutions” are needed and assist in their development
- Develop requirements for future versions of SPS
- Develop roll-out plan for full implementation of SPS throughout NAVSEA 02
- Interact with the Warfare Center SPS Working Group and/or the SUPSHIP SPS Working Group
- Determine whether SPS v4.1e can be used in its current state at NAVSEA 02
- Assist in the definition/development of SPS interfaces to other applications and systems

Attachments

The following attachment is incorporated into this charter:

- A. SPS Functional Working Group – Notional Timeline

Membership**SPS Functional Working Group Founding Members**

Name	Title
Steve Caracciolo	Chairperson – SPSFWG
Marylee Renna	021 Representative
Joni Hagen	021 Representative
Chris Sherman	022 Representative
Scott Anderson	022 Representative
Doug Levitas	024 Representative
Clayton Ahrens	024 Representative
Karen Shivers	024 Representative
Pam Grant	025 Representative
Terry Coley	025 Representative
Ron Gallihugh	025 Representative
Mindy McDaniel	026 Representative
Becky Sneeringer	026 Representative
LT Geoffrey Lyster	026 Representative

SPS Project Team Founding Members

Name	Title
Sandy Kline	SPS Project Team
Tori Gold	SPS Project Team
Lisa Murtha	SPS Project Team
Bill Snider	SPS Project Team
Ruby Hookfin	SPS Project Team
JC Chang	SPS Project Team
Dan Wahl	SPS Project Team

Agreed

Kevin L. White
Deputy Commander for Contracts

2/15/02
Date

D.H. Beck
Executive Director for Contracts (Acting)

2-15-02
Date

SPS Functional Working Group
Notional Timeline

<u>Task</u>	<u>Date</u>
Working Group Preparations	02/11/02
Interview members	
Install test database	
Update local clauses	02/11/02
Clause text	
Clause logic	
SPSFWG Meeting #1	02/14/02
SPS Overview	
Charter Discussion	
Working Group Expectations	
Homework: PR development	
SPSFWG Meeting #2	02/28/02
SPS (PD ²) Demo	
Training	
Possible Facilitator to increase discussion	
Homework: Identify division pilots for 022, 024, 025, 026	
SPSFWG Meeting #3	03/14/02
Pilot Selection	
SPSFWG Meeting #4	03/28/02
Part 1 of 3 Training Class for FWG and Pilot team members	
Homework: Exercise from training	
SPSFWG Meeting #5	04/11/02
Part 2 of 3 Training Class for FWG and Pilot team members	
Homework: Exercise from training and develop high level pilot plans	
SPSFWG Meeting #6	04/25/02
Part 3 of 3 Training Class for FWG and Pilot team members	
Pilot plans developed	
Homework: Exercise from training and continued development of pilot plans	
SPSFWG Meeting #7	05/09/02
Define templates	
SPSFWG Meeting #8	05/23/02
Define templates	
SPSFWG Meeting #9	06/06/02
Pilot Status Review	
SPSFWG Meeting #10	06/20/02
Contract administration discussion	
SPSFWG Meeting #11	07/03/02
Contract administration discussion	
SPSFWG Meeting #12	07/18/02
4.1e usage	
SPSFWG Meeting #13	08/01/02
4.1e expansion	
Contract migration	
SPSFWG Meeting #14	08/15/02
4.2 deployment	
MWS requirements	
SPSFWG Meeting #15	08/29/02
4.2 Deployment	
SPSFWG Meeting #16	09/12/02
SPS interfaces	
SPSFWG Meeting #17	09/26/02
SPS interfaces	
SPSFWG Meeting #18	10/10/02
Revise working group charter	
Refocus working group	